

LINDA LINGLE
GOVERNOR

AARON S. FUJIOKA
ADMINISTRATOR



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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700 Fax: (808) 587-4703
www.spo.hawaii.gov

August 29, 2006

TO: Executive Branch
Judiciary
Senate
House
Office of Hawaiian Affairs (OHA)
University of Hawaii (UH)

FROM: Aaron S. Fujioka
Administrator

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka", written over the printed name and title.

SUBJECT: **Change No. 1**
SPO Price List No. 07-10
MULTIPLE PART (SNAPOUT) STANDARD FORMS
Order Deadline: September 29, 2006
(IFB-06-112-SW)

The following changes are hereby made to the price list:

1. Change Order Deadline on the bottom right-hand corner of each page:

From: 09/26/06 To: 09/29/06

2. Change the sentence on top of page 5 to read:

The following forms shall be purchased from *The Relizon Company*:

The current price list incorporating Change No. 1 is available on the SPO website: www.spo.hawaii.gov; click on "Price List and Vendor List" accessible from both the **Awards** and the **Procurement of Goods, Services, and Construction - Chapter 103D, HRS** menus. At the search screen, enter the List Title.

Should you have any questions, Linda Hayashi can be contacted at (808) 586-0562, fax (808) 586-0570, or at linda.e.hayashi@hawaii.gov

⇒⇒⇒ **ATTENTION** ⇐⇐⇐

This price list is extremely **TIME SENSITIVE**.

ASOs: Please distribute this price list to your divisions/agencies requiring Multiple Part Standard Forms **AS SOON AS POSSIBLE**. Orders must be placed with the vendor **NO LATER THAN:**

SEPTEMBER 29, 2006

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List No. 07-10 (All Islands)

Includes Change No. 1

Revised August 29, 2006

MULTIPLE PART (SNAPOUT) STANDARD FORMS
(IFB-06-112-SW)

Order Deadline: SEPTEMBER 29, 2006

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch ●Judiciary ●Senate
- House ●Office of Hawaiian Affairs (OHA) ●University of Hawaii (UH)

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Procurement of Goods, Services, and Construction - Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein, ordering, pricing, and status should be directed to the respective vendor(s)

Procurement questions or complaints may be directed as follows:

Jurisdiction	Point of Contact	Phone	Fax	E-Mail
Executive	Linda Hayashi	586-0562	586-0570	linda.e.hayashi@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul Kawaguchi	586-6720	586-6791	senclk@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitoal.hawaii.gov
OHA	Mark Glick	594-1911	594-1865	mark.g@oha.org
UH	Gwen Won	956-8687	956-2093	gwon@hawaii.edu

ORDERS for Multiple Part (Snap-out) Standard Forms shall be placed with the following vendor. Agencies issuing purchase orders are instructed to obtain the appropriate VENDOR CODE from the "Alphabetical Vendor Edit Table Report" and annotate the vendor on their purchase orders.

<u>VENDOR</u>	<u>Order Address:</u>	<u>Telephone</u>	<u>Facsimile</u>
The Relizon Company	711 Kapiolani Blvd., #1125 Honolulu, Hawaii 96813	591-8848	591-8141

Payments to:

PO Box 676496
Dallas, TX 75267-6496

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

PURCHASING CARD (pCard). Agencies of the Executive branch, with the exception of the Department of Education, Office of Hawaiian Affairs and the University of Hawaii, shall use the State's purchasing card (pCard) for orders totaling less than \$2500. If vendor requires hardcopy confirmation of a transaction made by pCard, agency may use SPO-10B, pCard Order Form, available on the SPO website: www.spo.hawaii.gov; click on "Forms for State Agencies" in the Procurement of Goods, Services & Construction – Chapter 103D, HRS menu.

For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard or who set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

ORDERING on a timely basis is the responsibility of each agency. Orders must be submitted to the vendor no later than **SEPTEMBER 29, 2006**. Vendor is not obliged to accept any orders received after this date; however, vendor shall fill timely orders for which delivery may extend beyond the expiration date. **Given a short time span to place orders, agencies are urged to place their orders as soon as possible.**

UNIT PRICES include delivery to destination (i.e., to all State agencies throughout the State) and all other costs including the State General Excise Tax. For SAF B-24, Vendor may assess an additional charge for printing and pre-numbering.

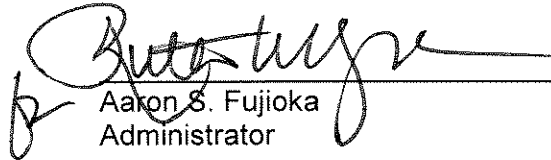
"SPO PL No. 07-10" must be typed on purchase orders issued against this price list.

Orders will be placed in increments of 100 sets per pack for each line item or in the case of SAF B-24, 50 sets per book. The quantities ordered may be increased from your original request in response to SPO Circular No. C06-7, dated April 24, 2006.

Forms shall be packed 100 sets per pack or, in the case of SAF B-24, 50 sets per book and shall be cellophane wrapped and sealed. Each box shall be clearly marked with the form number, title and quantity.

DELIVERY shall be made on or before January 19, 2007. Deliveries shall be made to destinations as specified at the time of ordering or on the purchase order. Agencies are advised to immediately inspect all forms delivered under this price list and report any discrepancies to the vendor within five (5) working days after receipt of order.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on SPO Price List and Vendor List.



Aaron S. Fujioka
Administrator

The following forms shall be purchased from The Relizon Company:

	<u>Form No.</u>	<u>Form Title</u>	<u>Unit Price per Hundred*</u>
1.	SAF A-30	Application for Investments, 4-part	No Requirements
2.	SAF B-14	Treasury Deposit Receipt (Continuation), 4-part	\$ 7.39
3(a).	SAF B-24**	Official Receipt Book, 2-part (50 forms/book)	\$ 1.60
3(b).	SAF B-24**	Official Receipt Book, 3-part (50 forms/book)	\$ 1.94
3(c).	SAF B-24**	Official Receipt Book, 4-part (50 forms/book)	\$13.78
4.	SAF C-04	Requisition and Purchase Order, Continuation, 7-part	\$52.49
5(a).	SAF D-55	Individual Time Sheet, 3-part	\$ 5.33
5(b).	SAF D-55	Individual Time Sheet, 4-part	\$ 7.20
6.	SAF D-56	Organizational Time Sheet, 3-part	\$27.56
7.	SAF D-60**	Salary Assignment/Cancellation, 4-part	\$ 8.55
8.	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	No Requirements
9.	SAF D-70	Notification for Payroll Adjustment, 4-part	\$15.24
10.	SAF D-71	Employer's Share of Contribution Adjustment Sheet, 2-part	\$16.15
11.	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$15.46
12.	HRD-10	Notification of Temporary Assignment, 4-part	\$10.04

***100 sets per pack or, in the case of SAF B-24, 50 sets per book.**

****Agencies needing additional imprinting on this form shall provide the vendor with a sample of the exact wording desired. Cost for additional printing and/or pre-numbering shall be in addition to the unit price specified herein; Agencies are recommended to check with the vendor for pricing information.**